

A horizontal decorative bar composed of four colored segments: dark blue, teal, light grey, and orange.

IRM Policy and Rules of Operation for Special Interest Groups

Risk management is a broad topic and the IRM welcomes the establishment by members of special interest groups (SIGs) in order to promote discussion and share knowledge on particular specialist areas of risk management. However the process is not without risk to the reputation of the IRM and the following rules must be followed.

Establishment of the SIG

- Every SIG must have a core organising group of at least two and preferably three or four people. The members of this core group must be members of IRM. A chairman and secretary must be identified from this group and details supplied to IRM.
- The SIG organising group must prepare terms of reference for the SIG to be discussed and agreed at the inaugural meeting. These should include the scope of the SIG, its aims and objectives and likely areas for study.
- The organising group will be responsible for all the administration of the SIG: venues, hospitality, speakers, mailings etc
- The chairman and secretary of the SIG can claim 60 IRM CPD points per year for this activity conditional upon the group meeting at least twice in that year (or undertaking such other activity as the IRM accept for CPD purposes). Attendees at group meetings can claim 3 points for each half day (3 hour) meeting and 10 points for each full day meeting. Presenters can claim 30 points per meeting. For members, a maximum of 60 points from group meetings can be put towards fellowship applications. For group chairmen and secretaries, a maximum of 120 points can be put towards fellowship applications.
- Each SIG can determine its own framework and frequency of meetings but must try to involve all members of IRM, regardless of geographical constraints, so consideration will need to be given to dial-in meetings and other technology plus proper reporting of SIG activities.

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- The SIG is encouraged to produce a plan of events looking one year forward if at all possible and to publicise this on the SIG web page.
- Before establishing a SIG members must look carefully at the existing SIGs and ensure there is no overlap.
- IRM will circulate details of a proposed SIG to all IRM members and forward contact details of interested members to the organising committee.
- Any publications or research papers produced by the SIG must be cleared in writing by the IRM office before release, particularly if the IRM name or the IRM logo are used anywhere on the documents.

SIG Membership

- A key purpose of SIGs is to encourage growth in the membership of IRM. SIG members are therefore welcome to invite their colleagues, contacts etc to SIG meetings as guests for a maximum of three meetings. Membership of IRM should be actively encouraged by SIG members to their guests.
- Chairman and secretaries should make sure that they have stocks of key IRM documents relating to membership and qualifications and these should be on display at all meetings.
- Chairmen and secretaries should also update themselves on IRM news prior to SIG meetings in order to ensure that SIG members (particularly non-IRM members) are aware of other IRM events like the Risk Forum.

Reporting and Communications

- An attendance list must be circulated at every meeting of the SIG to record the name, company and e-mail address of attendees. The IRM will provide a pro-forma list to use. After the meeting one copy should be retained by the secretary and the other sent or faxed to the IRM office immediately after the meeting. This form will allow cross checks to be made to support our CPD monitoring.
- The SIG secretary will maintain a mailing list of SIG members in order to publicise meetings. E-mails using this list will be sent out using bcc to maintain confidentiality. All e-mails to the group must be copied in to marketing@theirm.org and enquiries@theirm.org. It is recommended that members and guests be asked to book their places in advance with the secretary.
- Every SIG will have a web page on the IRM website containing information about the SIG, terms of reference and chairman and secretary contact details.

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This page will be updated by the IRM. SIGs must regularly review their webpage and ensure that information about forthcoming meetings and any other news is sent promptly to marketing@theirm.org. Meeting presentations, photographs etc must be sent within two weeks of the meeting to marketing@theirm.org. No other web sites or pages are permitted.

- IRM will include details of forthcoming SIG meetings in its regular e-mails to members.
- If a meeting is cancelled or postponed the SIG chairman and secretary must take all reasonable steps to communicate with those affected.
- IRM can provide a standard IRM powerpoint slide to be used as a backdrop to meetings although presenters do not have to convert their presentations to this format.
- SIGs can use the IRM logo on their agendas and other documentation. To avoid any misunderstanding, the group should always be referred to primarily as, for example, the 'IRM Charities Special Interest Group' and should not use any other name.
- The IRM members' magazine *Risk Management Professional* will carry regular reports on SIG activities. In some cases the editor may attend meetings and write a report but on occasion the IRM may require the SIG to provide a report on the meeting. Articles or research findings from SIGs are also welcome for this publication.
- SIGs are expected to contribute on a regular basis to the annual IRM Risk Forum, either by arranging informal gatherings at the event or by preparing a workshop if requested to do so by IRM

SIG Activities and Expenses

- The involvement of any member, invited guest or speaker is on a voluntary basis and the IRM cannot be responsible for any expense incurred.
- Sponsorship should not be sought beyond assistance with venues and speakers. There should be no opportunity for inappropriate influence over SIG activities.
- It is permissible to make a small charge to members and guests to cover expenses but this must be agreed in advance with IRM and then administered locally by the group organisers.
- The IRM Training Room (capacity 25 classroom style, 40 theatre style) and Meeting Room (capacity 12 boardroom style) at 6 Lloyd's Avenue are available free of charge for SIG meetings. These must be booked in advance with Bhamini.ladani@theirm.org. Free tea, coffee and water are available but

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any lunch would need to be on a 'bring your own' basis (there are numerous sandwich bars etc. close by). Strategic Thought has also offered the use of a meeting room in Basingstoke for SIG meetings – details can be obtained from the IRM office.

- The IRM is not in a position to meet general expenses for SIG meetings. IRM will consider requests from groups in special circumstances such as:
 - Where the event strongly supports IRM's broader marketing objectives (e.g. if it is very likely to lead directly to the recruitment of new members or students)
 - Where the event is connected with the production of a SIG research paper that will subsequently be published by IRM
 - Where the event is of wider interest beyond the SIG and is expected to attract a large audience beyond the usual group membership
 - For the inaugural meeting of a group (if other support cannot be found)In these cases a request for funding should be put to the IRM as early as possible.

Amendment or Removal of SIGs

- If there has been no SIG meeting or other activity recorded on the SIG webpage for a period of one year, the IRM will remove reference to that SIG from the IRM website
- If the IRM receives complaints about SIG meetings, or if it has any other reason to believe it is not operating satisfactorily it may, after due consideration and consultation with the group leaders, require changes or declare the SIG closed and remove reference to the SIG from the IRM website

SIG Leaders Conference

- It is the intention of IRM to organise occasional conferences or meetings for all leaders of SIGs and regional groups. SIG chairmen and secretaries are expected to make themselves available to attend these meetings if requested. Expenses (limited to standard class return rail travel plus one night's hotel accommodation if required) will be paid if necessary. IRM may limit this arrangement to the leaders of active groups only.

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